

Arkansas State University - Jonesboro

Effective Date: 07/01/93

Number: 07-02

Section: Human Resources

Subject: Graduate Assistantships

1. Graduate assistantships are awarded on an academic year or summer term or term basis.
 - a. Applications for assistantships should be made to the appropriate department chair or unit director.
 - b. Reapplication is necessary for the student to be considered for reappointment.
2. For academic year masters/specialist assistantships, the appointee must be enrolled for at least six semester hours of graduate work and no more than twelve hours of both graduate and undergraduate work each semester. For summer term master/specialist assistantships, the appointee must be enrolled in at least three semester hours in at least one summer term. For academic year doctoral assistantships, the appointee must be enrolled for at least nine semester hours of graduate work and no more than twelve hours of both graduate and undergraduate work each semester. For summer term doctoral assistantships, the appointee must be enrolled in at least three semester hours each summer term.
3. A graduate assistant should have a definite schedule of duties and responsibilities assigned by the chair of the department or director of the unit in which the assistantship is held.
4. Graduate assistants are not considered to be a part of the faculty of the university, are not entitled to faculty privileges, and are not included in the group life and hospital insurance programs sponsored by the university.
5. The assistantship has a maximum limit of five semesters.
 - a. Two summer terms of five weeks each will be counted as one semester.
 - b. If a student is unable to complete a semester's work due to circumstances beyond his or her control, this semester will not be counted as one of the semesters included in the maximum amount of time for which he or she may hold the assistantship.
 - c. The appointee must maintain a grade-point average of 3.00 or better on all graduate work completed in order to remain eligible for the assistantship.
 - d. Graduate assistants may not be employed elsewhere on campus or elsewhere in the ASU System.
 - e. Graduate assistants must pay full tuition rates, as well as any other fees, such as music, etc.
 - f. Graduate assistants do not pay out-of-state fees.
 - g. Graduate assistants are considered full-time students.

6. Masters/Specialist graduate assistants must pay full tuition rates, as well as any other fees, such as music, etc.
7. The Masters/Specialist level assistantships have a maximum limit of five semesters. An exception is made for students admitted based on a Bachelor's Degree rather than a Master's Degree to the Ed.S. in Psychology and Counseling; these students will have a minimum time limit of eight semesters. Ed.D. and Ph.D. assistantships have a maximum time limit of eight semesters.

Revised on 05/31/13.